

LIBRARY MATERIALS SUPERVISOR

Purpose:

To actively support and uphold the City's stated mission and values. To perform a wide variety of complex technical library work in coordination and supervision of the flow, handling, and shelving organization of all library materials in and out of the library and its satellite collections in the multi-generational community centers.

Supervision Received and Exercised:

Receives general supervision from higher-level library staff, and/or other managerial staff.

Exercises general supervision over part-time, temporary staff and volunteer staff.

Position Information:

Employees within this class are distinguished from Library Specialist II by the performance of the full range of technical duties in their assignment area, and by hiring and supervising lower level staff and volunteers. The Library Materials Supervisor is first-level supervisor position.

Essential Functions:

Duties may include, but are not limited to, the following:

- Coordinates and implements all materials shelving protocols including normal reshelving, collection shifting, shelf loads, and general flow of all materials coming in and out of the Library
- Prioritizes, assigns, and reviews the work of page staff and volunteers involved in technical library work in assignment area; assists in selecting, training, and supervising part-time staff
- Recommends and assists in the implementation of goals and objectives; establishes schedules and methods for assignment area; implements policies and procedures
- Works with training coordinator to devise and implement continuous training for new and existing page staff and volunteers

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Library Materials Supervisor (continued)

- Works with collection development staff to determine best arrangements for materials on ongoing basis to enhance materials visibility and circulation
- Searches, edits and inputs date into the automated library system, review accuracy of input data; research and resolve discrepancies; searches status of circulated materials
- Oversees the shelf maintenance section; schedule and evaluate work of temporary employees who check-in and re-shelve library materials
- Maintains various statistics and files; prepares routine statistical summary reports
- Responds to general assistance inquiries for library materials, materials on hold, services, and information; may respond to user complaints
- Processes, ships and receives interlibrary loan requests; receives and processes reserve requests; maintains interlibrary loan and reserve records; may notify library users when materials are available
- May assist library users in searching and retrieving information from computer-based resources including the online public access catalog, the internet, and the local area reference network
- May represent the Tempe Public Library at meetings and conferences
- Performs related duties as assigned

Minimum Qualifications:

Experience:

Two years' experience working in libraries; at least one year supervisory experience; and one year working with computers. Experience working with volunteers preferred.

Education:

Equivalent to the completion of the twelfth grade or high school graduation; Associate of Arts in Library Technology is preferred.

Licenses/Certifications:

None

Examples of Physical and/or Mental Activities:

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Library Materials Supervisor (continued)

- Lift boxes of library materials and/or pushing heavy book carts ranging in weight from 50-100 lbs;
- On a daily basis this position requires several hours of sitting at a computer as well as several hours of walking throughout the building and lifting and/or pushing materials as well as kneeling when shifting materials;
- Operate personal computers, photocopy machines, fax machines, computer printers, and calculators;
- Typical reading and close vision work at a personal computer as well as constant reading of labels on all library materials;
- Works constantly with exposure to dust, handling library materials.

Competencies:

Pending

Job Code: 507

Status: FLSA - Non Exempt / Classified